

BUDGET ANALYST
GS-0560-13

I. INTRODUCTION

This position is located in the U.S. Department of Labor, Employment and Training Administration. The incumbent performs a specified portion or portions of the full range of budget analysis assignments.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs a wide variety of administrative and analytical duties connected with the review, justification, and presentation of the budget for ETA or major component(s) of ETA.

Reviews, analyzes, and interprets existing and proposed legislation, appropriation language, executive orders, and OMB circulars and bulletins.

Provides expert advice and recommendations for budgetary actions. Formulates budget estimates for multi-year programs. Tracks progress of ETA appropriations through Congress. Assists in justification of budget before OMB staff.

Provides liaison between OMB staff and ETA budget offices. Develops cost-benefit analysis of proposed budgetary and program actions and advises ETA officials and program managers of most advantageous courses of action.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position	FL 1-8	1550 pts.
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Expert knowledge of ETA, DOL, and the Federal budget process, and all associated policies, directives, procedures and regulations, to develop and provide authoritative advice and interpretations of legislation, policies, and precedents.

Knowledge of organization's mission, programs, and legislative history to develop budgetary policies, to assist line organization in setting and implementing program goals, to determine how they impact and interact with other programs and budgets of the Department, and other Federal and state agencies.

A high degree of skill in analysis and comparison of program content, cost-benefit, and political viability of alternative budget and program actions.

Factor 2 - Supervisory Controls	FL 2-4	450 pts.
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Independently plans, schedules, coordinates, carries out, and evaluates the work. Completed work is reviewed for effectiveness in meeting budgetary and program objectives and deadlines and consistency

of budgetary actions and recommendations. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3 - Guidelines

FL 3-4

450 pts.

Guidelines regularly used include broad budgetary guidance such as ETA, DOL, and OMB directives, regulations, legislation, broad program goals and objectives. The incumbent exercises a high degree of initiative and judgment in interpreting, applying, and developing new guidelines and principles to the administration of assigned budgetary functions. The incumbent recommends changes to agency budget policies and/or legislation affecting program funding.

Factor 4 - Complexity

FL 4-5

325 pts.

Assignments are varied and complex and require in-depth analysis to determine the means of resolution and the application of a variety of non-related techniques and methods to a broad range of budget tasks. Work involves reviewing, analyzing, consolidating, and revising budget estimates, justification statements, and budget execution plans submitted by organizations. The incumbent relates financial information to program policy objectives and agency's performance results. The incumbent writes and explains budget preparation instructions. The incumbent advises managers on appropriate budgetary action to be taken to meet agency needs, makes recommendations affecting substantive programs, monitors and reports on the rate of expenditure of funds, and alerts managers of trends in obligation of funds. The incumbent advises managers on appropriations law and identifies financial issues before they become problems. Decisions made are affected by conflicting and changing influences.

The work involves consideration of such issues as: financial and workload relationships; timing of obligations and expenditures in relation to the budget cycle; current and future resource needs; direct or indirect monetary impact of new legislation. The incumbent is responsible for performing associated budget work for programs and/or organizations with substantive programs with varying needs, goals, objectives, work processes, and timetables.

Factor 5 - Scope and Effect

FL 5-4

225 pts.

The purpose of the work is to support assigned programs in the long-range management of financial resources. This involves planning for the acquisition and use of funds, assisting organizations in understanding and following budgetary guidance, ensuring compliance of budgetary operations with ETA and Departmental policy. Decisions made concerning the technical treatment of budget estimates support the timely achievement of the budgetary and program goals of ETA and the Department.

Factor 6 - Personal Contacts

FL 6-3

60 pts.

Contacts are with program managers, top officials of the organization, and such individuals from outside the organization who represent the budget and program interests of other Federal agencies, contractors, and private sector entities. Contacts normally take place at formal budget briefings, or negotiations.

Factor 7 - Purpose of Contacts

FL 7-3

120 pts.

Contacts are made to resolve budgetary issues and problems, to prepare budget requests and supporting documentation, and to provide information to officials within and outside ETA. Contacts are to advise officials of the current status of agency programs, and to persuade them to approve recommended funding requests, budgetary actions, and estimates. Actively participates in reviews of the budget on behalf of ETA's program and budgetary policies.

Factor 8 - Physical Demands

FL 8-1

5 pts.

The work is sedentary.

Factor 9 - Work Environment

FL 9-1

5 pts.

The work is normally performed in an office. Occasional travel by any means of government or public transportation may be required.

TOTAL = 3190 pts.

IV. UNIQUE POSITION REQUIREMENTS